	C-O-N-F-I-D-	E-N-T-I	-A-L
TOP	RETEASABLE TO	FOREIGH	NATIONALS

The purpose of these directives is to ensure the protection of state, economic, and official secrets through the establishment of definite responsibility, particularly for the handling of documents which involve state, economic, and official secrets.

### I. INTRODUCTORY REGULATIONS

## Desiration of Secret Documents

Decements, as referred to in these directives, are understood to include all written and pictorial material of offices (enterprises), namely, correspondence, sketches, drawings, diagrams, graphs, photographs, microfilm photographs of all types, waps, plane, and other topographic proofs, the depend of which must be concealed from unauthorized persons in the public line rectivities in the public and occupants, these documents shall be referred to simply as "classified occupants" (utajevane spisy).

Classified documents are divided into three categories, according to

of antituting a state secret of such importance that their compromise may endancer the foundations of the nation.

- b. Secret (tajne) -- those documents which contain data constituting a state secret but not of such importance as to be classified Top Secret.
- c. Confidential (duverne) -- those documents which contain data constituting economic and official secrets.
- 4. Each classified document must be clearly stamped with its proper classification, that is Top Secret, Secret, or Confidential. In exceptional cases where special circumstances so warrant, the "Confidential" classification may be replaced by "For Official Use Only." In such cases, the regulations governing the handling of Confidential documents will be applicable.
- 5. If an additional document evolves during the processing of the [original] classified document, its classification will be independently determined by its content, provided that instances specified in Paragraph 7 are not involved.

## Determining of Levels of Classification

G. The employee originating the document is personally responsible for determining its level of classification and the proper marking thereof. The employee's official superiors who review the content of the document are obligated to judge whether it has been correctly classified and, if deemed necessary, to change the classification thereof.

In cases of doubt, the official superior of the employee with whom the document originated is personally responsible for determining the proper level of classification. If an unprecedented matter is involved, classification will be determined by the chief of office (enterprise director), or if necessary, after consultation, with the chief of the particular division.

- 2

C-O-M-F-I-D-M-M-T-I-A-L MATIONALS

	C-O-N-F-I-D-E-N-	T-I-A-L
HOT	PRINASANTE TO FORE	IIGN WATTORALS

### Reclassification

7. All subordinate offices (enterprises) within the framework of a jurisdiction are bound by the classification indicated on the document to the degree that they may not lower the level of classification without approval from higher authority.

Documents containing data extracted from a classified document may not be assigned a lower classification than the original document.

If a subordinate office (enterprise) relieves that a clear case of incorrect classification is involved, it will report this to the superior office (enterprise), which in turn will investigate the matter and, if the situation warrants, take steps to correct it.

If a subordirate office (enterprise) deals with a document of a superior chice (enterprise), and in it classifies communications in connection with the Jocument at a higher level of classification (than the ori inal document) even though no new circumstances have arisen which will confine such an upgrading, the employee working on the document of the deciment of the district of the (enterprise) is obligated to report such change of classification to his official superior and to the chief of the particular division of the office (enterprise). These officials will then investigate the matter in take appropriate measures.

- c. critices (enterprises) may dewngrade the classification of documents classified by other offices (enterprises) only with prior consent of the offices making the original classification, or when they can prove a distinct error in classification. This does not affect the provisions of Faragraph 5.
- 9. Every employee who in the performance of his duties comes into contact with a dominant is obligated to determine whether the classification thereof is sufficiently high. An employee who is authorized to downgrade classification of documents in accordance with the provisions of Faragraph ( will likewise investigate to determine whether the classification of the document should be downgraded. If he is not authorized to execute the downgrading himself, he will proceed according to the provisions of Faragraphs 7 or 8.

In every case where an employee believes that the content of a document terriants a higher level of classification, he is personally responsible for its approximate.

10. Every change in the level of classification must be dated on the account, varified with a legible signature of the employee who made the range, and reported to the chief of the particular division, who in turn will make appropriate record of the change.

# Selection of Employees for Handling of Classified Documents

11. The chief of office (enterprise director) is responsible for the selection of employees who are to have access to classified documents.

The chief of the special division (xvlastni oddeleni) of the office (enterprise) will compile and, as necessity dictates, supplement an accurate list of persons whose duties require handling of Top Secret and Secret documents, and who have been approved to handle such documents. In offices where no special division exists, the chief of office (enterprise director) will prepare the list.

- 3 -

C-O-M-F-I-D-M-N-T-X-A-L NOT RELEASABLE TO POSETUE MATICHALA

						14.04	, T	
		C-O-N-F-I-D	P_M_m	7. A. T			5.	
~**	T)	ELEASABLE TO		7 -27 -27	TOTAT C	<b>,</b> 100 de 10	M.	
JI.	, it	ELEASABLE TO	FOREIG	m HAT	LOWLIA	<b>3</b>	.	

Managerial personnel in offices (enterprises) assigning work involving classified documents to subordinate employees (clarks) are obligated to entrust Top Secret and Secret documents only to persons who have been approved to handle such documents, and to attempt to ensure that, whenever possible, documents of identical or similar content are handled by the same employee (or employees).

### II. PROCESSING OF CLASSIFIED DOCUMENTS

12. After completion of work on every classified document, the document must be properly processed as provided in the following paragraphs of this section. Primary responsibility for the proper processing of classified documents rests with the employee handling the document.

### Clear Marking

13. Every classified document must be clearly marked in the upper righthand corner of the first (title) page. Clear marking is construed to mean the stamping of the proper level of classification in letters which are at least 5 millimeters high, in a color contrasting with the material on which it appears and, if possible, with the remainder of the print (type).

### Numbering of Pages (Sheets) of (a) Documents and (b) Enclosures

- 14. Individual pages or sheets of Top Secret and Secret documents must be numbered in proper sequence, and their total must be indicated in the heading of the document.
- 15. Individual pages or sheets of enclosures to Top Secret and Secret documents must be numbered in proper sequence. If more than one enclosure is involved, each enclosure is numbered independently. The total number of enclosures and of [their] pages (sheets) must be indicated in the heading of the document.

## Marking of Unattached and Integral Enclosures

- 16. Unattached enclosures of Top Secret and Secret documents must be marked with the level of classification indicated by their content. Integral enclosures (those which cannot be acted upon or used independently of the document) must be marked with the level of classification of the basic document.
- 17. Individual sheets of Top Secret or Secret documents and individual sheets of enclosures must be securely fastened together in such a manner that normal usage will not cause them to become separated.

#### Distribution Sheet

18. An accurate record of duplicate copies of Top Secret and Secret documents must be maintained. Each copy is assigned a number. When a copy is distributed, the recipient and the number of the copy is indicated on a record (distribution sheet).

The numbers of copies retained on hand (supply) must also be indicated on the document.

19. Each copy of a Top Secret and Secret document must be marked with a number identical to the one on the distribution sheet.

Declassified in

50X1-HUM

1.37	C-O-H-F-I-D-1	8-W_T_T_A	ωT.
NOT	RELEASABLE TO	OREIGN N	ATTOWATE

## The Inner Envelope

20. Before being transmitted, Top Secret and Secret documents are placed in an envelope which cannot be penetrated by light so that contents of the document are not exposed. This envelope (inner wrapper) is marked with the proper level of classification in the right-hand corner, as described in Paragraph 13. The name of the addresses, the name of the sender and the order number are also included. When the nature and the contents of the document permit, the envelope containing Top Secret documents is sewed through with thread or wire after it has been glued shut. The ends of the thread or wire are then firmly scaled with transparent tape. The employee processing the document dates the tape-scal with a stamp and signs it with an indelible pencil.

In handling Secret documents it is sufficient to seal all exposed flaps with transparent tape bearing the signature of the employee processing the document and stamped with the date. The same procedure is followed in dealing with those Top Secret documents which cannot be sewed through.

## The Outer Envelope

21. The inner envelope is placed in an outer envelope which may bear no markings other than the names of the addressee and the sender. The outer envelope must also be nontransparent so as to prevent exposure of the data written on the inner envelope.

# Processing of Confidential Documents (Exceptions)

- 22. In the processing of Confidential documents, Paragraphs 13 through 21 are applicable, with the following exceptions:
- a. Duplicate copies of Confidential documents and the distribution sheet may simply contain the over-all or organizational designation of the addressees, if their number is large.
- b. Confidential documents are not sewed through, and may be sent in the same manner as ordinary documents, in only one envelope marked Confidential.

# III. TRANSMITTAL OF CLASSIFIED DOCUMENTS

- 23. Delivery of classified documents is accomplished through the mails or by courier. Delivery of classified documents abroad is governed by special regulations.
  - 24. Top Secret documents may be delivered only by couriers.
- 25. Only those persons who are devoted to the people's democratic system and who are physically and mentally espable of performing courier duties may serve as couriers. Couriers are appointed according to need by the chief of office (enterprise director), perhaps upon the recommendation of the director of the special division. While dolivering Secret or Top Secret documents, the courier must always be armed.

nor manhabet of female infrance

	C-O-N-F-I-D-E-N-T-I-A-L	
TOP	RELEASABLE TO FORETON NATI	

.50X1-HUM

### Return Receipts and Transmittal Receipts

26. When electified documents are delivered by mail, they must be sent by registered mail and must be accompanied by a return receipt. Top Secret and Secret documents delivered by couriers must have transmittal receipts attached to the outer envelope. The transmittal receipt is certified at once and returned to the courier. Return receipts and transmittal receipts must be certified by an office (enterprise) stamp and the regible signature of the recipient. Certified return receipts and transmittal receipts on Top Secret and Secret documents must be securely attached to the distribution sheet.

# IV. RECEIVING AND RECORDING OF CLASSIFIED DOCUMENTS

### Handling of Classified Documents

- 27. Top Secret and Secret documents are received, unwrapped, recorded, distributed, and stored (handled) by the special division of the office enterprise). In those offices (enterprises) where no special division exists, one or more reliable persons who are devoted to the people's democratic system and who are professionally mature will be designated by the chief of office (enterprise director) to handle these duties, provided that the chief of office does not elect to handle them himself.
- 28. Envelopes containing Top Secret or Secret documents are opened by the chief of office (enterprise director); he may entrust this task to the chief of the special division.

# Opening of Envelopes Containing Top Secret Documents

29. In accordance with special regulations, namely, the national enterprise statutes, the special rights of authorized subordinate representatives (deputies) of the chief of an office (enterprise director) are not affected by the provisions of these directives.

## Handling of Confidential Documents

30. Confidential documents are received, unwrapped, recorded, distributed, and stored in the same manner as ordinary documents.

Confidential documents are delivered within the office by employees entrusted with the opening of wrappers and recording of ordinary documents, or by employees entrusted with the handling of Secret documents, as provided in Paragraph 27.

31. An employee entrusted with the opening of Secret documents shall open them without regard to the specific addresses indicated thereon, except in such cases as are specified in Paragraph 35.

## Top Secret Register (Protokol)

32. Top Secret documents are recorded in a special order-of-business register (hereinafter referred to as the Top Secret register).

## Secret Register

33. Secret documents are recorded in a special order-of-business register (hereinafter referred to as the Secret register) and are passed on to the chief of the appropriate organisational unit of the office (enterprise) for further disposition. The chief of this unit certifies receipt by a legible signature in the Secret register itself or in a special transmittal book for Secret documents.

C-C-E-E-I-D-E-E-I-I-A-L NOT RELEASANCE TO POSSESSE EMPTORALS

11-15	C-O-N-F-1	[-D-	E-N-T-I	-A-L	1 4
NOT	RELEASABLE	TO	FOREIGN	NATIO	تعلاالا

### Other Records

34. If it is essential for improved administration, the chief of office (enterprise) may permit the maintanance of special record-keeping expedients, namely, indexes. The chief of office will determine the arrangement of these.

### Special Transmission of Secret Documents to the Addresses

- 35. Secret documents addressed directly to the chief of office (enterprise director) are transmitted unopened directly to him. The employee entrusted with such tasks will stamp the documents as received, record them, and transmit them in the prescribed manner.
- JE If the chief of office (enterprise director) entrusts a secret document which was delivered directly to him, to one of the organizational units of the office (enterprise) for disposition, he will indicate appropriate instructions on the document, and will return it to the employee in charge of the secret register. This employee will then record the document according to the instructions and deliver it in the prescribed manner.

### Securing of Registers and Record-Keeping Aids

- 37. Top Secret and Secret register books must be effectively secured against the possibility of exchange of sheets; the pages must be numbered, their total recorded on the inside of the cover, and the total verified by the chief of the special division. All order-of-business register books used for Top Secret and Secret documents, and other record-keeping expedients, are maintained by the special division of the office (enterprise). If such a division does not exist, then the employee designated for the performance of such tasks by the chief of the office (enterprise), executes the task.
- 38. All registers and other record-keeping alds must be stored and secured in the same manner (Section VI of these directives) as the documents which are recorded therin.
- 39. All irregularities determined upon receipt of Top Secret and Secret documents, particularly damaged wrappers, must be indicated in the register, and the entire document must be turned over to the chief of the special division or to the chief of office (enterprise director) for further action. The sender of the document must be informed of the irregularity. The same provisions apply in the review of return receipts and in the verification of delivery of classified documents to the addressee.

### Destruction of Inner Envelopes

- 4C. The inner envelopes of Top Secret and Secret documents which have been received must always be destroyed within one week.
  - V. PROCESSING OF CLASSIFIED DOCUMENTS AND OTHER HANDLING THEREOF

#### Special Meterandum Folders

41. Memoranda regarding the processing of Top Secret documents (computations, formulas, and other rough drufts) must be made only in a special memorandum folder, the pages of which are effectively secured against exchange and are numbered in sequence and their total indicated and verified by the same procedure used in dealing with Top Secret registers (Paragraph 37). In handling these memorandum folders, particularly in their storage and security, the same provisions apply as in the handling of Top Secret documents.

-7-

C-O-N-F-I-D-E-N-T-I-A-L NOT RELEASANT TO TORNION NATIONALS

	C-O-N-F-I-D-E-N-T-I-A-L	
		1.0
NUL	RELEASABLE TO FORETON NATIO	HALS

42. Where, because of the nature of the document, particularly in cases of sketches, drawings, plans, diagrams, and accounts, it is impossible to make such memoranda in the Top Secret memorandum folder, such memoranda must always be attached to the appropriate document, and when no longer needed must be destroyed.

# Memoranda Regarding the Processing of (a) Secret Documents

43. As long as the office (enterprise) does not maintain a special memorandum folder for Top Secret documents, memorandum of all types (computations, sketches, rough drafts, and others) for the processing of secret documents may be executed on loose sheets which must be handled as a part of the appropriate classified document until such time as they are destroyed.

Memoranda must be destroyed in the prescribed manner as soon as they are no longer needed.

### (b) Confidential Documents

44. Memoranda of all types regarding the processing of Confidential documents may be executed on loose sheets. Their handling is also governed by the provisions of Paragraph 43.

### Handling of Duplicating Aids

45. Aids for duplicating and supplying copies of classified documents (carbon paper, parchment, and stencils) must be destroyed in the prescribed manner as soon as they are no longer needed. Prior to their destruction, parchment and stencils of all classified documents, and carbon paper used for duplicating or making copies of Top Secret documents, must be stored in the same manner as the appropriate [original] classified document.

Carbon paper used for duplicating or making copies of Secret or Confidential documents may be secured for further use only in the manner prescribed for the securing of the appropriate [original] documents.

## Copies and Extracts of (a) Secret and Confidential Documents

46. Copies and extracts of Secret or Confidential documents may be made when required in the performance of duties, but only with the consent of the official superior of the employee who is processing the document.

### (b) Top Secret Documents

Only the chief of office (enterprise director) or, by his instruction, the chief of the special division may grant permission for the making of copies or extracts of Top Secret documents. Making of copies or extracts of Top Secret or Secret documents must be indicated on the document. The document must bear the date of the copy or extract, reasons for the copy or extract, and the name of the addressee for whom the copy or extract is intended.

47. Responsibility for the procurement and copying of classified documents, and the recording thereof lies with the employee programing the document. Es is particularly responsible for giving strict instructions to that effect.

Making of duplicates and copies of Top Secret documents is executed under direct supervision of the person processing the document.

- 8 -

C-O-M-F-I-D-E-M-T-I-A-L NOT RELEASABLE TO FOREIGH MATIONALS

119.4	C-O-N-F	-I-D-E	-N-T-I-	A-L
MOT	RELEASABL	e to F	OREIGN	NATIONALS

# Examination of Top Secret Documents and Disclosing of Data Therefrom

48. Data from Secret documents may be disclosed and Secret documents may be given (loaned) to participating employees of the office (enterprise) for inspection, but only with the consent of the official superior of the employee processing the document and after proper notation has been made in the Secret register or on the document.

In dealing with Top Secret documents the same procedure applies, with the consent being granted by the chief of the special division.

- 49. If it is convenient to successful accomplishment of operational tasks, chiefs of individual convenient units (divisions) of the office (enterprise) may, through mutual agreement, define the type and scope of secret data which their subordinate employees customarily need in the performance of their duties and which they can mutually divulge without advance consent of their superiors. To be effective, such an agreement must be approved by the chief of office (enterprise director); he may entrust the task to the chief of the special division.
- 50. The chief of the special division, or where necessary the chief of office (enterprise director) after consulting the chief of the special division, makes decisions regarding the examination of Top Secret or Secret documents or regarding the disclosure of their contents to persons other than those specified in Paragraph 48.

# Removal of Top Secret Documents From the Office (Enterprise)

- 51. The removal of Top Secret documents for official purposes (conferences, official meetings) from the office (enterprise) is permitted only by means of couriers, and with the written approval of the chief of office (enterprise director) or, in his absence, the chief of the special division. Secret documents may, in urgent cases and with the approval of the official superior, be removed for official purposes by employees entrusted with the processing thereof.
  - VI. STORING AND SECURING OF CLASSIFIED DOCUMENTS

## Places for Storing Top Secret Documents

- 52. Top Secret documents are turned over to the special division of the office (enterprise) for storage. If such a division does not exist, Top Secret documents are stored with the chief of office (enterprise) and Secret documents are stored with the employee entrusted with the maintenance of the Secret register.
- 53. Top Secret documents are stored in a safe (pancerova skrin) and as far as possible in a separate safe, but in any case in a separate compertment from other classified documents.

## Securing of the Appropriate Room

54. If it is impossible to guard the room in which Top Secret documents are stored during nonworking hours, the room must be effectively secured (for example, by grating, window shutters, safety [multitumbler] locks on doors, alarm system, and other methods).

	a to the second	
	O O X TO T. IN TO XI M T A. T	
	C-O-N-E-I-D-E-N-T-I-A-L	
4.5		110
11.1	RELEASABLE TO FOREIGN NATION	LT 62
au.	RELEASEDED TO FOREIGN INITION	تتت

### Storing of Top Secret Documents

55. After completing his work on a Top Secret document, the employee processing it will determine if the document is complete, that is, that no enclosures are missing. Before turning over the document for storage, he will verify his findings with his signature and the date on the document. The storage of the document is recorded in the Top Secret register in the presence of the employee who submitted the document for storage.

#### Securing of Top Secret Documents

55. If the processing of the Top Secret document is not completed by the end of the working period, it may, with the consent of the chief of the special division, be retained by the employee processing it, provided that he or his official superior has a safe. Otherwise, the document must be turned over to the chief of office (enterprise director) or the chief of the special division, to be secured.

The same procedure applies in cases of temporary absence, of the employee processing the document, from the place of work.

- 57. If Top Secret documents are stored in a safe which also contains Secret documents, they must be stored separately to simplify their checking. In such cases, those completely processed Top Secret documents which are not intended for immediate destruction are sealed in individual wrappers and marked with the order number and with the signature of the chief of office (enterprise director).
  - 53. Top Secret documents must not be stored in general files.

### Custody of Keys

59. Keys to the special safe used for securing Top Secret documents are kept by the enief of the special division, or possibly by the chief of office (enterprise director). Duplicate keys are secured by the chief of the special division, or possibly by the chief of office (enterprise director) in a scaled envelope (glued in the same manner as the inner envelope of a Secret document). The envelope bears the signatures of the chief of the special division and of the chief of office (enterprise director).

The security of original and duplicate keys must be ensured. Leaving original or duplicate keys in desks and other insecure places is prohibited.

### Places for Storing Secret Documents

60. Secret documents are stored in a safe, or at least in a box with two combination locks or other secure safeguards. Secret documents are stored separately from Confidential documents.

### Security of the Appropriate Roca

The provisions of Paragraph 54 also apply to Secret documents.

## Storing of Secret Documents

61. After completing his work on a Secret document, the employee processing it will turn it over to the special division or to the employee designated to store Secret documents. These agents of the office (enterprise) will check on the completeness of the document in the presence of the employee and will then store it.

- 10 -

### C-O-H-F-I-D-E-H-T-I-A-L NOT RELEASABLE TO FOREIGN ENTIONALS

		5	C	))	Χ1	-HL	JΝ
							e l'a

### C-O-N-F-I-D-E-N-T-I-A-L NOT RELEASABLE TO FOREIGN NATIONALS

### Securing of Secret Documents

62. A Secret document which has not been completely processed may be left during nonworking hours with the employee processing the document, but only if the employee has a safe or a similar secure box for the safekeeping of such documents. Otherwise, the incompletely processed document must be turned over for temporary safekeeping to the employee designated to store such documents.

The same procedure is to be followed during the temporary absence, due to illness, official travel, and departure from the room of the employee processing the document. During vacations, however, incompletely processed Secret documents must always be turned over, for temporary storage, to the amployee designated to store Secret documents.

### Custody of Keys

3. When no special division exists, the employee designated to some secret documents will keep the keys to the safe or special box on his person.

Keys to the separate boxes for Secret documents are constantly kept on the person of the employees. During extended absences (such as vacations), the keys are turned over to the employee's official superior.

Duplicate keys to the safe and keys to separate boxes for Secret documents are secured and recorded by the chief of the special division and are kept in scaled covelopes. The security of original and duplicate keys must be ensured, and the keeping of original and duplicate keys in decke or other insecure places is prohibited.

### Loss of Keys

3. Every loss of keys to boxes used to store or secure Top Secret and Secret documents must be immediately announced to the official superior and to she chief of the special division.

## Storing of Secret Documents in Archives

65. When Jecret documents are suitable, from the standpoint of their importance, for storage in archives, they must be stored separately from other documents, and their security must be ensured according to Paragraph 60.

## Storing and Securing of Confidential Documents

60. The storing and securing of Confidential documents is governed by the regulations governing the storing and securing of ordinary documents.

VII. DESTRUCTION OF CLASSIFIED DOCUMENTS

## Culling of Secret and Top Secret Documents

67. Top Secret documents which are not of lasting importance and which have no documentary or historical value should not be permanently retained.

In order that only Top Secret and Secret documents of lasting importance may be retained, they are culled at the end of each year according to appropriate (record-keeping) regulations.

- 11 -

C-O-N-F-I-D-E-N-T-I-A-L NOT RETEASABLE TO FOREIGN NATIONALS

	C-O-N-F-I-D-E-N-X-	· T -	A-T.	
HOT	RELEASABLE TO FORETC			onats.

୍ର50X1-HUM

## Destroying of Top Secret and Secret Documents

- 56. Top Secret and Secret documents which have been culled are destroyed. Top Secret and Secret documents are also destroyed in cases designated by special regulations or by decrees of central offices.
- 69. Prior to their destruction, the documents must be inspected to determine if they are complete and if the number of enclosures is correct.
- 70. The culling and destruction of Top Secret and Secret documents is carried out by a commission composed of not less than three members. In cases involving Top Secret documents, the chief of office (enterprise director) or the chief of the special division is always a member of this commission.

# Remorandum Regarding Culling and Destruction

- 71. A concise memorandum regarding the culling and destruction of Top Secret documents must be prepared and signed by the personnel involved. The memorandum is then attached to the appropriate register.
- 72. The destruction of Top Secret and Secret documents is recorded in the register in columns alongside appropriate numbers. If Top Secret or Secret documents which are not recorded in appropriate registers (for example, sketches, memorandum folders, photographs, and printed matter), are being destroyed, only a memorandum regarding the destruction is attached to the register
- 73. If only the enclosures or parts of enclosures of Top Secret or Secret documents are destroyed, a notation is made according to Paragraph 71 directly on the document.

## Culling and Destroying of Confidential Documents

- 74. Regulations governing the culling and destruction of ordinary documents likewise govern the culling and destruction of Confidential documents. Culled Confidential documents may be placed among waste paper only if the public interest in their contents has passed, and with the consent of the chief of office (enterprise director) or possibly the chief of the special division.
  - VIII. REGULATIONS RELATED TO THE HANDLING OF CLASSIFIED DOCUMENTS

# Disclosing of Contents by Telephone or Other Means

75. Disclosure of the contents (or portions of the contents) of Top Secret or Secret documents by telegraph, telephone, radio, or teletype is prohibited without exception.

# Loss of Top Secret Documents

76. The loss of a Top Secret or Secret document must be reported without delay to the nearest unit of the National Security (Narcdni Bezpecnost) and to the chief of the special division of the office (enterprise), who will in turn immediately inform the chief of office (enterprise director) of the loss. The chief of office (enterprise director) is obligated to report the loss of the Top Secret or Secret document to the superior organization. The loss of a Top Secret or Secret document must be reported by the employee who lost the document, as well as by the employee who discovered the loss or learned of it.

- 12 -

C-C-N-F-I-D-E-N-T-I-A-L NOT RELEASABLE TO FOREIGN NATIONALS

.5	U)	(1	-H	UM
5	1.0	114.14		

### C-O-N-F-I-D-E-N-T-I-A-L NOT RELEASABLE TO FOREIGN NATIONALS

- 77. Investigation of the loss of a Top Secret or Secret document is carried out by organizations of the National Security.
- 78. A deliberate failure to report the loss of a Top Secret or Secret document is punishable as provided in Faragraph 90 of the criminal code (trestni zakon).

## IX. CONCLUDING PROVISIONS

## Supervision by the Chief of the Special Division

79. The chief of the special division of the office (enterprise) shall exercise direct supervision of all practices designed to protect state, economic, and official secrets. He will likewise systematically make a check to determine whether all regulations to this effect are being observed. In those offices (enterprises) which have no special division, these responsibilities may be entrusted to an employee who is devoted to the people's democratic system, the degree [of devotion?] to be determined by the chief of office (enterprise).

## Reporting Responsibility of Employees

- 80. Every employee of the enterprise (office) is responsible for reporting without delay any discovered violation of the provisions of these directives, or of special regulations issued in conjunction with them, to the chief of the special division of the office (enterprise), or possibly to the chief of office (enterprise director).
- 81. In dealing with central offices and offices of similar status, as well as parallel offices in Slovakia, the appropriate minister (commissioner) may entrust those duties which, according to these directives, belong to the chief of office, to directors of the chief administrations (reditele hlavnich spray) or possibly to the chief of the special division.
- 82. The appropriate minister may, with the approval of the Ministry of National Security, issue more specific regulations in conjunction with these directives when such are necessary because of the nature of the activities of the central office (organization) and the subordinate offices, provided that by so doing, the protection of state, economic, and official secrets is not weakened.
- 83. All previous regulations dealing with matters covered by these directives are hereby superseded. This applies particularly to the Ministry of Interior instructions regarding the handling of secret documents, dated 20 april 1949, Law No 185-19/4-I/V.

Regulations of the armed forces issued for matters covered by these directives, and regulations defining the legal right of prosecutors and the courts to see and to handle documents remain unchanged.

84. This directive becomes effective 1 August 1952.

[Dated] 30 July 1952

Minister of National Security [signed] Karol Bacilek, Army General

- END- 13- 13- 103.47

C-O-N-F-I-D-E-N-T-I-A-L
NOT RELEASABLE TO FOREIGN NATIONALS